

439AWI31-601

BY ORDER OF THE COMMANDER 439TH AIRLIFT WING 439 AW INSTRUCTION 31-601

21 March 2001

Security

INDUSTRIAL SECURITY PROGRAM PROCEDURES AND RESPONSIBILITIES

OPR: 439 SFS/SFA (Capt Rodney Walker)

Certified by: 439 SPTG/CC (Lt Col James P. Joyce)

Pages: 4/Distribution: F

This instruction implements AFD 31-6, *Industrial Security*. It prescribes procedures, requirements, and assigns responsibilities for Industrial Security requirements concerning personnel and information security unique to this installation. It applies to all cleared contractors and Westover ARB units.

1. Responsibilities:

1.1. The installation commander establishes the Industrial Security Program.

1.2. 439 Security Forces Squadron (SFS) commander has overall responsibility for the administrative oversight of the Industrial Security Program.

1.3. The Security Forces Administration (SFA) is designated the Installation Security Program Manager for the installation and the Servicing Security Activity (SSA) for Industrial Security with overall functional, administrative management, and oversight responsibilities for the Industrial Security Program. Official reports concerning the Industrial Security Program, Visitor Group Security Agreements, Special Information Files (SIF), waiver request or changes in procedures will be coordinated through this office.

1.4. SFA is the office of primary responsibility for the Personnel Security Program with overall functional responsibilities for administrative, management actions and processing requirements. SFA is responsible for ensuring compliance by all installation personnel in meeting access requirements for sensitive or classified information and resources.

1.5. Division chiefs and commanders who have contracted personnel assigned to a classified or unclassified contract will ensure that copies of the contract, performance work statement, DD Form 254, **DoD Contract Security Classification Specification**, with cage code, if applicable, and personnel listing have been provided to SFA.

1.5.1. Primary responsibilities for ensuring compliance with security programs by assigned contracted personnel rests with the agency chiefs and commanders.

1.5.2. Security managers, as the designated representatives for agency chiefs and commanders provide assistance to the Company Security Manager/Officer (CSM/CSO) with coordinating security programs and services for contracted personnel in their respective organizations. Assistance will be in accordance

with stated contract specified requirements, directives, instructions, and regulations governing the Industrial Security Program.

1.6. The Company Project Manager/Officer will ensure that coordination with SFA, Operational Contracting Office, and other installation organizations is conducted. They will ensure compliance by contracted personnel with the security program requirements for access to sensitive/classified information and operational resources. The CSM/CSO is responsible for the procuring and processing of contracted personnel's information for security background investigations via Electronic Personnel Security Questionnaire (SF Form 85P, **Questionnaires for Non-Sensitive, Public Trust and National Security Positions**) and will coordinate this information for submittal with security managers through SFA to Office of Personnel Management (OPM).

2. Procedures.

2.1. Training. The CSM/CSO is required to familiarize themselves with the above prescribed directives, instructions, and policies governing and supporting the industrial security and personnel security programs. It is recommended that the local CSM/CSO have or receive formal training by attending one or more of the industrial, personnel, and information security courses offered by the Defense Security Service Academy.

2.2. Personnel Security. The CSM/CSO will follow the guidelines outlined in AFI 31-501/439AW Sup 1. Actions conducted in this area are to be performed by the CSM/CSO for all assigned contracted personnel. Each contracted position must be reviewed to ensure compliance with security clearance requirements.

2.2.1. Personnel contractor investigations (PCI) will be submitted in accordance with AFI 31-501. Maintain a file copy of requests for investigations until the case has been favorably adjudicated by Central Adjudication Facility (CAF).

2.2.2. Security managers and SFA are to assist with coordinating personnel security processing requirements of contracted personnel. Documentation of tracking and validating contracted personnel access and clearance requirements will be maintained on file with security managers and SFA to ensure compliance.

2.3. Interim Security Clearance Request. The CSM/CSO will submit a letter of request to division chiefs and commanders for their authorization, approval, and basis for interim accesses to automated information systems, sensitive resources, and classified information for assigned contracted personnel. Follow the guidelines set forth in AFI 31-601.

2.4. Sentinel Key. The CSM/CSO as specified according to the contract for services provided by SSA will submit tracer actions and inquiries of contracted personnel's PCIs and personnel contracted clearances (PCL), through SFA to OPM, Defense Security Services (DSS), and CAF in accordance with AFI 31-501, paragraphs 7.4, 7.4.2.5, and 7.5.

2.5. Special Information Files. SIFs will only be established on an employee(s) with a security clearance. The DSS retains authority to deny or revoke contracted personnel security clearance according to due process and in accordance with AFI 31-601, paragraphs 2.3, and 2.3.1.

3. Information Security:

- 3.1. The Company Manager/Officer will adhere to the provisions of AFPD 31-4, AFI 31-401, and AFI 31-501 to fulfill requirements outlined as specified in the contract.
- 3.2. Under the provisions of AFI 31-401/439 AW Sup 1, all personnel assigned are responsible for security awareness and must report any suspicious acts or unusual circumstances to immediate supervisors, commanders, CSM/CSO, and/or SFS personnel.
- 3.3. The CSM/CSO is responsible for establishing a security education and awareness training program to ensure contracted personnel receive the required initial and refresher training.

MARTIN M. MAZICK, Colonel, USAFR
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DOD 5200.1-R, Information Security Program Regulation

DoDD 5200.2, Personnel Security Program

DOD 5200.2-R, Personnel Security Regulation

DoDD 5220.22, Industrial Security Program

DOD 5220.22-M, National Industrial Security Program Operating Manual (NISPOM)

DOD 5220.22-R, Industrial Security Regulation

AFPD 31-4, Information Security

AFI 31-401, Information Security Program Management

AFI 31-401/439 AW Sup 1

AFPD 31-5, Personnel Security Program Policy

AFI 31-501, Personnel Security Program Management

AFI 31-501/439 AW Sup 1

AFPD 31-6, Industrial Security

AFI 31-601, Industrial Security Program Management